



**NON-PROFIT REGISTRATION FORM**

**STEP 1: ORGANIZATIONAL INFORMATION**

Organization's Name: \_\_\_\_\_ EIN # (Required) \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Account Lead Name: \_\_\_\_\_

Lead Title: \_\_\_\_\_ Lead E-mail: \_\_\_\_\_

Chief Executive's Name: \_\_\_\_\_

Chief Executive's Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Information on how you will distribute and use items from MMRW**

Estimated Number of Clients Served Per Month: \_\_\_\_\_

Do you have a Pantry, Closet, or give-away room  Yes  NO

Please indicate in general, how these items will be Used? Distributed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## WAREHOUSE AND PROPER USE OF DONATION AGREEMENT

### STEP 2: Mid-Michigan ReSource (MMR) Warehouse POLICIES AGREEMENT

These policies are designed to simplify operations and allow us to provide deeply discounted merchandise to your organization. Please help us continue our mission by honoring the policies listed below.

1. **Member Only Shopping:** Each organization can have up to 4 authorized members shop on their behalf. These four members are the **ONLY** people allowed in the warehouse. (Absolutely NO clients or non-members allowed in the warehouse). **More cards can be allowed only if requested and is approved by the Director.**
2. **Payment:** Payment is required at time of check out. Listed below are the methods of payment MMR Warehouse accepts.
  - a. Pay with debit or credit card.
  - b. Pay with check. Made out to Catholic Charities – (MMR Warehouse in memo)
  - c. Cash
4. **Children:** Not allowed into the warehouse.
5. **Holds:** We do not offer holds on products. Purchased products can be stored for up to 24 hours to allow your organization to arrange pick up. If products are not picked up within 48 hours they will be returned to inventory unless other agreements have been made.
6. **Self-Serve:** MMR Warehouse is primarily a self-serve warehouse to keep costs low. We will help you get items down from our racking, but members need to be prepared to shop and load on their own. Members must also cooperate in keeping shelves as orderly as they find them.
7. **Inspection of Goods:** MMR Warehouse reserves the right to inspect locations where goods are being stored or used.

Please call us if you have any questions or product needs. We are happy to be of service to your organization.

**By signing below, I agree to the terms and conditions noted above in the MMR Warehouse**

\_\_\_\_\_  
Lead Signature

\_\_\_\_\_  
Date

## Proper Use of Donated Product

- Your organization **may use** donated goods **only** as direct charitable donations to people in need or use in your agency facilities. **Items are NOT for personal use at home.**
- Your organization **must not** sell, trade, barter, or otherwise transfer any donated goods in exchange for money, property, or services. Prohibited transfers include listing the donated goods for sale or trade on websites, in stores, at flea markets, or in any similar manner.
- Your organization **must not** use donated goods for raffles, auctions, or any fundraising activity.
- Your organization **must not** accept anything of value (including voluntary donations) in exchange for the donated goods.
- Your organization **must not** give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use.
- Your organization **must not** return any donated goods to the manufacturer or to any retail store.
- Your organization **must not** give donations to another nonprofit organization or other entity.
- Your organization **must not** redistribute any donated goods to any location outside of the United States (unless **MMR Warehouse through Good360** has given written permission in advance).
- Only Card Holders allowed in the warehouse – NO children, guest or clients.
- **ALL ITEMS ARE SOLD AS IS. RETURNS NOT ACCEPTED.**

### Acceptance of Terms to Participation

I, \_\_\_\_\_, as the main point of contact for \_\_\_\_\_  
in partnership with Mid-Michigan ReSource Warehouse understand and agree to

- Use of donated product as outlined in this membership application.
- Mid-Michigan ReSource Warehouse policies agreement.
- Verify that each staff and/or volunteer visitor that pickups, receives and/or distributes donated product received from this program through the non-profit membership with Mid-Michigan ReSource Warehouse is aware of the warehouse policies and proper use of donated goods.
- Understands and signs the Fee Agreement Sheet

Recipient Organization: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative of Recipient Organization

\_\_\_\_\_  
Date

Printed Name and Title: \_\_\_\_\_

## STEP 4: Catholic Charities MMR WAREHOUSE POLICES AGREEMENT

These polices are designed to simplify operations and allow us to provide free and deeply discounted merchandise to your organization. Please help us continue our mission by honoring the policies listed below.

**1. RETURNS:** Items that don't work may be exchanged for other merchandise or store credit within 30 days of purchase. Items returned for any other reason will be subject to a 20% restocking fee. **Only items that plug in and don't work can be returned. All other items are as-is.**

**2 Member Only Shopping:** Each organization is allowed to have 4 authorized members shop on their behalf. These four members are the **ONLY** people allowed in the warehouse.

**3. Payment:** Payment is required at time of purchase. Listed below are the methods of payment CC-MMRW accepts.

- a. Pay with company or personal debit or credit card.
- b. Pay with company check.
- c. Pay with Cash

**4-Children:** For their safety, no children under the age of 16 are allowed in the warehouse.

**5-Holds:** We do not offer holds on products. Purchased products can be stored for up to 48 hours to allow your organization to arrange pick up. If products are not picked up within 48 hours they will be returned to inventory and buyers, upon request, can receive 50% of the purchase price.

**6-Self-Serve:** Catholic Charities MMRW is primarily a self-serve warehouse to keep costs low. We will help you get items down from our racking, but members need to be prepared to shop and load on their own. Members must also cooperate in keeping shelves as orderly as they find them.

**7-Inspection of Goods:** CC-MMRW reserves the right to inspect locations where goods are being stored or used.

**By signing below, I agree to the terms and conditions noted above in the CC-MMR Warehouse**

**Polices Agreement. Approved members:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by individual cardholders when  
picking up their Membership Cards in Person



**AUTHORIZED WAREHOUSE VISITORS**  
USE THIS FORM IF YOU CHANGE, ADD OR DELETE CARD HOLDERS  
**Initial and Update Sheet**

**Step 5:**

Each membership may have 1 to 4 authorized visitors depending on the size of the organization. Please ask the Membership Supervisor for more information. Duplicate this page if necessary.

**Authorized Visitors of**

\_\_\_\_\_ Member Charity

As of \_\_\_\_\_  
Date

**Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Add  Remove  Update

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Add  Remove  Update

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Add  Remove  Update

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_  
 Add  Remove  Update

Phone \_\_\_\_\_ Email \_\_\_\_\_

Internal Use Only:  
Date Last Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_



## Fees and Other Charges

### Membership Fees:

- There is an Annual Fee of **\$100** to become a member of the Mid-Michigan ReSource Warehouse.
- Any members that pay product fees of **\$2000** or greater per membership year will have their Annual Membership fee waived. (Product Fee totals determined from invoices)
- Annual Membership Fee Notices will be sent out to organizations 30 days prior to your membership expiration date.
- Annual Membership Fees must be paid within 10 working days after membership date has expired to be in good standing with MMR Warehouse and have the ability to continue to shop.

### Product Fees:

Fees are used for product warehouse cost, staffing the warehouse, storage and facility fees, transportation and fuel fees.

- All products are labeled with their respective fees.
- Not all products may have a fee associated with the product.
- Fees on products are generally 80% to 90% off the original retail price.
  - Pay with credit card, debit card, cash, or check.
  - Pay with check. Made out to Catholic Charities – (MMR Warehouse in memo)

***I understand the Fees as outlined above.***

Authorized Organization's Lead Representative

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



WHAT EVERY CARD  
HOLDER & STAFF  
MUST KNOW

Keep this sheet

## DISPLAY THIS SHEET AT YOUR PANTRY AND FOR ALL STAFF TO READ & UNDERSTAND

### Proper Use of Donated Product

- Your organization **may use** donated goods **only** as direct charitable donations to people in need or use in your agency facilities.
- Your organization **must not** sell, trade, barter, or otherwise transfer any donated goods in exchange for money, property, or services. Prohibited transfers include listing the donated goods for sale or trade on websites, in stores, at flea markets, or in any similar manner.
- Your organization **must not** use donated goods for raffles, auctions, or any fundraising activity.
- Your organization **must not** accept anything of value (including voluntary donations) in exchange for the donated goods.
- Your organization **must not** give any donated goods to its volunteers, officers, directors, employees, or contractors for personal use. Can be used in the agency for facilities & offices.
- Your organization **must not** return any donated goods to the manufacturer or to any retail store.
- Your organization **must not** give donations to another nonprofit organization or other entity.
- Your organization **must not** redistribute any donated goods to any location outside of the United States (unless **MMR Warehouse** has given written permission in advance).
- Only Card Holders allowed in the warehouse – NO children or clients.